

Native American Community Services of Erie & Niagara Counties, Inc.
1005 Grant Street, Buffalo, NY 14207
(716) 874-4460

POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: September 2017
Position: Financial Literacy Program Specialist (SEASONS)
Type: Full-time (40 Hours) / Hourly / Non-exempt
Salary: \$14.90 hourly
Site: Niagara & Erie Counties

Summary: SEASONS is a financial literacy program designed to strengthen the economic activities of the local Native American community while infusing cultural teachings and activities. The Specialist will provide instruction / workshops in all aspects of financial literacy. The Specialist will also arrange for cultural presentations / workshops by recognized Native American community leaders, blending financial literacy with cultural teachings. This position works from both Erie & Niagara Counties.

Duties / Tasks

- Effectively work to plan & promote community programming & cultural activities
- Assist on developing strategies for addressing the social & economic challenges of the NA community
- Coordinate and provide instruction / workshops in all aspects of financial literacy including, but not limited to, financial self-improvement, life skills, credit / debit differences & advantages, leadership & business opportunities
- Foster & maintain community partnerships
- Attend staff meetings and mandatory trainings
- Promote safety at all times
- Be a positive role model
- Enthusiastically encourage an optimistic atmosphere
- Ensure contract compliance
- Complete any paperwork and reports on time

*Qualifications:

- High school graduate
- Bachelors in related field (e.g. business, finance, economics) + and preferred
- Comfortable & effective public speaker
- Analytical & detail orientated
- Strong communication skills & ability to influence others
- Knowledge of the local Native American community & resources
- Computer savvy
- Commitment to performance
- Outgoing, upbeat, able to get things done, can-do attitude
- Solid interpersonal skills
- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own transportation and auto liability insurance coverage of 100/300k
- Acceptable outcome of background investigations
- Able to successfully perform in a tobacco-free environment
- *All hires at the discretion of the Executive Director

For Consideration: Send Cover AND Resume ● **Email (only):** ccaulder@nacswny.org ● **Subject:** SEA FinLit